



**Town of Milton – Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Tuesday, February 21, 2023 at 6:00 p.m.**

MINUTES

Selectboard Members Present: Darren Adams, Chair; Michael Morgan, Vice Chair (joined the meeting at 6:41 p.m.); John FitzGerald, Clerk; Brenda Steady, Member; Chris Taylor, Member

Selectboard Members Absent: None

Staff Members Present: Don Turner Jr., Town Manager; Brittany Tradup, Executive Assistant to the Town Manager; Cymone Bedford, Planning & Development Review Director (remote); Jenna Tucker Eugair, Recreation Director (remote); Ben Nappi, Recreation ____ (remote); Eric Gallas, Highway Superintendent (remote)

Others Present: Michael Frett, The Islander; Diane Barrows (remote); Jessica Groeling (remote); Kerry Kaye (remote)

I. Call to Order

D. Adams called the meeting to order at 6:01 p.m.

II. Flag Salute

D. Adams led the attendees in the Pledge of Allegiance.

III. Agenda Review

No changes. M. Morgan was not present at the start of the meeting. D. Adams stated that M. Morgan will be arriving around 6:30 p.m.

IV. Public Forum

None.

V. Consent Agenda

- Approval of Selectboard Meeting Minutes of 02/06/2023
- Approval of Warrant #18

**Motion made by J. FitzGerald to approve the Consent Agenda, with a second by C. Taylor.
Motion approved unanimously. M. Morgan was not present for the vote.**

VI. Accept \$50,000 Grant for Downtown Core Master Plan – Milton on the Move / Town

Cymone Bedford, Planning and Development Review Director

D. Turner introduced this item, stating that it was discussed at the previous meeting but is now being presented to the Selectboard for support/approval. Turner described the purpose of the grant and the

project it will fund, which is to clearly define what the Town of Milton is working toward with regard to a downtown. There is a Town match of \$10,000 required. C. Bedford added additional information regarding the project area. There was some discussion about how this relates to past efforts.

Motion made by C. Taylor to accept the \$50,000 grant for the Downtown Core Master plan with the \$10,000 Town match and allow the Town Manager or his designee authorization to sign all documentation to accept the grant, with a second by J. FitzGerald. Motion approved unanimously. M. Morgan was not present for the vote.

VII. Return VTrans Grant for Public Works Facility Salt and Sand Shed

Corey Parent

D. Turner introduced this item, stating that the Town received a \$300,000 Transportation Alternative Program grant to building of a new salt and sand shed with the new highway garage. Unfortunately, the Town received this grant too early, as the building is not built yet, and certain requirements need to be met for federal funds. It would cost the Town considerably more money to meet the requirements. Therefore, it is in the Town's best interest to return the \$300,000 and apply for it again later, when the highway garage is further along.

D. Adams requested that the resolution include name of department or person who made the recommendation at VTrans.

Motion made by J. FitzGerald that the Town of Milton return the Transportation Alternative Program grant to the Vermont Agency of Transportation and reapply for funding when it is more appropriate timing for the project – with changes as stated to the resolution. Second by C. Taylor. Motion approved unanimously. M. Morgan was not present for the vote.

VIII. Milton Mileage Certification

Lisa Schaeffler, Public Works Director

L. Schaeffler stated that the Selectboard accepted the addition of Maplewood Avenue to the Town's mileage at the previous meeting. However, Selectboard member signatures are required on this certification document, so Schaeffler is presenting it again for signatures.

Motion made by J. FitzGerald to accept the Certificate of Highway Mileage Year Ending February 10, 2023 to include the 0.25 miles for Maplewood Avenue, with a second by B. Steady. Motion approved unanimously. M. Morgan was not present for the vote.

IX. VTrans 2023 Town Road & Bridge Standards

Lisa Schaeffler, Public Works Director

L. Schaeffler introduced this item as presented in the following resolution. She stated that VTrans also requires a completed certification form, also provided in the meeting packet.

Department of Public Works

Vermont Agency of Transportation 2023 Town Road & Bridge Standards

WHEREAS, the Vermont Agency of Transportation (VTrans) has issued the 2023 Town Road and Bridge Standards; and,

WHEREAS, the 2023 Town Road and Bridge Standards now include aspects of the Vermont Agency of Natural Resources (ANR) Municipal Roads General Permit (MRGP); and,

WHEREAS, the Town of Milton is required to perform work required by the Vermont ANR MRGP as part of the Town's Municipal Separate Storm Sewer System Permit (MS4); and,

WHEREAS, if the 2023 Town Road and Bridge Standards are adopted by the Town of Milton, the Town will qualify for an additional 10% State share funding on Town Highway Structures and Class 2 Town Highway Grants; and,

THEREFORE, BE IT RESOLVED, the Selectboard of the Town of Milton adopts the 2023 VTrans Town Road and Bridge Standards.

Motion made by B. Steady to adopts the 2023 VTrans Town Road and Bridge Standards as presented, with a second by J. FitzGerald. Motion approved unanimously. M. Morgan was not present for the vote.

X. Road Postings

Eric Gallas, Highway Superintendent

E. Gallas stated that due to the unseasonably warm weather within the past weeks, the highway department put up road postings last week. He requested permission from the Selectboard to keep the postings up through the spring to protect the roads.

Motion made by C. Taylor to allow the Town to do their annual gross vehicle weight restriction road postings, with a second by B. Steady. Motion approved unanimously. M. Morgan was not present for the vote.

XI. Entertainment Permit Approval: Circus Smirkus

Ben Nappi, Assistant Recreation Director

B. Nappi presented this item to the Selectboard as per the following memo. He and Kerry Kaye, Tour Manager of Circus Smirkus, responded to questions from the Selectboard.

Memo

To: Milton Selectboard
From: Jenna Tucker Eugair, Recreation Director
Date: February 16, 2023
CC: Don Turner, Jr., Town Manager

Re: Application for Entertainment Permit Approval – Circus Smirkus

The Recreation Department received an Application for Entertainment Permit from Circus Smirkus on December 11, 2023, to hold their Circus Shows at Bombardier Park on July 11, 12, and 13, 2023. We have worked with Department Heads, the Town Manager, and Circus Smirkus' Tour Manager extensively to assure their events can take place at Bombardier Park safely and successfully.

The Recreation Department recommends that the Selectboard approve the Application for Entertainment Permit submitted by Circus Smirkus.

Proposed Motion

Motion to approve the Application for Entertainment Permit for Circus Smirkus to hold their circus shows at Bombardier Park on July 11, 12, & 13, 2023.

Motion made by J. FitzGerald to approve the entertainment permit for Circus Smirkus, with a second by C. Taylor. Motion approved unanimously. M. Morgan was not present for the vote.

XII. Award Contract for Tennis and Pickleball Courts Project

Ben Nappi, Assistant Recreation Director and Jenna Tucker Eugair, Recreation Director

B. Nappi presented this item to the Selectboard as per the following memo. He and J. Tucker Eugair responded to questions from the Selectboard.

Memo

To: Milton Selectboard
From: Jenna Tucker Eugair, Recreation Director
Date: February 15, 2023
CC: Don Turner, Jr., Town Manager

Re: Bid Proposal Acceptance – Tennis & Pickleball Courts Project

The Recreation Department worked with the United States Tennis Association (USTA) to prepare a Request for Proposals for repairs and improvements to the Tennis & Pickleball Courts at Bombardier Park East, in accordance with industry standards and best practices. This partnership also allows the Recreation Department to apply for funding from the USTA for this project. A Request for Proposals was put out on November 1, 2023, and received no bids. Alterations were made to the RFP with feedback from local vendors, and a second RFP was put out on January 17, 2023, to which the following three bids were received:

Advantage Tennis: \$59,000.00
Hinding Tennis Courts: \$184,000.00
Vermont Recreation Surfacing & Fencing: \$86,991.00

This project will be funded by \$35,000.00 in allocated CIP funds, \$5900.00 in remaining unused CIP funds, and \$20,000.00 in State of Vermont Recreational Facilities Grant funds. Up to \$12,500.00 in USTA Tennis Venue Services grant funding may be available, pending award.

The Recreation Department recommends that the Selectboard authorize the Town Manager, or his designee, to execute all necessary documents to hire Advantage Tennis to make repairs and improvements to the Tennis & Pickleball Courts at Bombardier Park East.

Proposed Motion

Motion to authorize the Town Manager, or his designee, to execute all necessary documents to hire Advantage Tennis to make repairs and improvements to the Tennis & Pickleball Courts at Bombardier Park East, for an amount not to exceed \$73,500 if the USTA Tennis Venue Services grant is awarded or \$60,900 if the USTA Tennis Venue Services grant is not awarded.

M. Morgan joined the meeting at 6:41 p.m. during this discussion.

Motion made by B. Steady to authorize the Town Manager, or his designee, to execute all necessary documents to hire Advantage Tennis to make repairs and improvements to the Tennis & Pickleball Courts at Bombardier Park East in an amount not to exceed \$60,900, with a second by J. FitzGerald. Motion approved unanimously.

XIII. Authorization to Purchase Accessibility Lift for the Grange

Don Turner, Jr., Town Manager

D. Turner introduced this item, as per the following memo:

Memo: Bid Proposal Acceptance – Vertical Platform Lift to be installed at 135 River St. Milton Grange

To: Milton Selectboard

Date: February 17, 2023

From: Don Turner, Town Manager

Re: Bid Proposal Acceptance – Vertical Platform Lift to be installed at 135 River St. Milton Grange

In order to expand the use of the Grange, I feel that it is essential for the Town to install a lift that provides access to everyone. The lift will have three stopping points that include a call button and fire-rated secure door at each level. People needing the lift will enter the building at the parking lot level door, where the lift is positioned, and go up to the main floor or down to the lower level.

We contacted the only three vendors in the area that sell and install these types of lifts for use in commercial buildings. Each vendor visited the site to determine whether this was an appropriate use of their product and ensure the prescribed entry area would accommodate the lift. They also determined what product/equipment would be required to properly serve this building. In addition, I sought guidance from the Division of Fire Safety's office of the product needed to serve this building.

Only two of the three vendors (Accessibility Systems Inc. and Access Mobility, LLC) choose to submit a quotation. The third vendor, Upward Mobility, determined that they did not have the product or expertise to assist us with this project. The following quotations were received:

- Accessibility Systems, Inc. \$35,816.00
- Access Mobility, LLC \$39,500.00

This project can be funded by with the ARPA funds previously appropriated to this project. However, in discussing the need for this unit with the Recreation Director, we feel that it would make sense to use the \$40,000.00 that was previously set aside to heat and insulate the fieldhouse. The fieldhouse project originated from the need to create additional year-round usable recreation space. With the Town buying the Grange and renovating it to be more accessible and functional, the necessity to retrofit the fieldhouse has diminished. Further, we have learned that adding heat to the fieldhouse (an uninsulated cinderblock structure) may cause unforeseen structural defects. An accessible Grange fulfills the need for additional recreation, function and meeting space.

Proposed Motion – Motion to authorize the Town Manager, or his designee, to execute all necessary documents to enter into an agreement to purchase a Savaria V1504-2010 platform lift (12' maximum lifting height) 36"x 60" platform with all specifications as outlined in quotation from Accessibility Systems Inc for \$35,816.00 including Installation after the Town completes necessary renovation work outlined in the quotation at an estimated cost of \$5900.00. Funding for this purchase and necessary renovation work will come from the CIP Fieldhouse Renovation project and the CIP Grange Renovations line items.

Turner also described the plan for the renovation process, including the request for qualifications that is currently open. He also discussed a plan to do a clean-up day to clear out the building. There was also discussion about whether the Historical Society would be interested in anything from the building.

Motion made by C. Taylor to authorize the Town to purchase the accessibility lift for the grange in the amount of \$35,816.00, with a second by M. Morgan. Motion approved unanimously.

XIV. Set Public Hearing Date Regarding Hourglass Southern Leg

Don Turner, Jr., Town Manager

D. Turner introduced this item, stating that this is a continuation of previous discussions regarding the Hourglass project. He proposed that the Selectboard set a date for a standalone meeting to have a conversation about the process that the Town has undertaken to this point, to include: studies by the CCRPC on the configuration of the intersection, economic development components and a recap of other things that have been done since 2014 on this project. The Selectboard set a date for a public hearing on Monday, March 27 at 6 p.m.

XV. Update from Town Manager and Board Members

Don Turner, Jr., Town Manager

- The Town is working to implement automatic debit payments from bank to Town upon receiving approval from customer. The finance team is planning the roll-out process.
- Paving bids went out to contractors today.
- New UVM intern, Liv Goebel, started today. She will be working with Cymone and Amanda on public health and belonging in Milton issues.
- Cathy LeClair is resigning from the Milton on the Move Coordinator position effective immediately.
- Two police officers are out of work indefinitely due to injuries sustained outside of work.
- At Catamount Industrial Park, Sprinkler System Pressure is creating concern with property owners since the domestic water was tied together in December. The Town is working with multiple parties to remedy the situation.

B. Steady noted that she has noticed an increased police presence around the schools and feels that this is comforting. D. Turner noted that the Superintendent, Amy Rex, shared with him that she is grateful for the partnership between the Public Safety Department and the School.

XVI. Executive Session – Contracts

Motion made by J. FitzGerald to find that premature knowledge about Contracts would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor at 7:10 p.m. Motion approved unanimously.

Motion made by J. FitzGerald to move enter into executive session at 7:10 p.m. to discuss Contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; to include the following; Selectboard members: D. Adams, M. Morgan, C. Taylor, J. FitzGerald and B. Steady; Town Manager, Don Turner, Jr. Second by B. Steady. Motion approved unanimously.

Motion made by D. Adams to close executive session at 7:42 p.m., with a second by J. FitzGerald. Motion approved unanimously.

XVII. Action as a Result of Executive Session

Motion made by M. Morgan at 7:52 p.m. to post the following resolution, which he read aloud. Second by C. Taylor. Motion approved unanimously.

Appropriation of ARPA Funding

WHEREAS, Congress passed the American Rescue Plan Act (ARPA) in 2021 to address the public health and economic crises caused by the COVID-19 pandemic. The Town of Milton received ARPA funds totaling \$3,237,504.22. Federal and state guidelines allow Towns to distribute funds at their own discretion, and the Milton Selectboard is committed to investing one-time ARPA funds to get the greatest long-term benefit for the community; and

WHEREAS, to date, the Selectboard has appropriated/encumbered a total of \$1,413,321.68 – with funds committed to the new public works facility, a rescue chief position, a part-time coordinator for Milton on the Move and funding a number of capital purchases. This total also includes \$290,000.00, which was appropriated to purchase and renovate the Grange property located at 135 River Street in late November of 2022; and

WHEREAS, \$500,000.00 was also appropriated on February 6, 2023 to purchase a 3.9 acre portion of lot #3 adjacent to Bombardier Park to support the building of a recreation facility; and

WHEREAS, the remaining portion of the ARPA funds, less a \$25,000.00 contingency, are appropriated in this resolution; and

THEREFORE, BE IT RESOLVED, the Selectboard hereby authorizes the following ARPA funds be appropriated as follows: 1) \$200,000.00 for a Town managed feasibility study of a multi-purpose recreational facility; 2) \$200,000.00 for the creation of an enterprise fund for the purposes of storm water management and utility; 3) an additional \$700,000.00 (\$350,000.00 previously appropriated for a total of \$1,050,000.00) for the purposes of building water, sewer, roads and power to serve the Brault property lots #1, 2 and 3 future development for economic development purposes; 4) \$197,000.00 on Town projects, including the creamery hazardous materials clean-up, museum repairs, Town forest trail, improvements to Bombardier Park and belonging in Milton initiatives.

XVIII. Adjournment

Motion made by J. FitzGerald to adjourn the meeting at 7:53 p.m., with a second by B. Steady.

Motion approved unanimously.

Meeting adjourned by D. Adams.

All documents pertaining to this meeting may be viewed using the following link:

<https://miltonvt.box.com/s/3bi2u6jycbmtjvewq36wxran1lzynm5>

A video recording of this meeting can be found at the following location:

<https://miltonvt.box.com/s/g0wuy1a0rky9py5jvixkhdmrvp3rccjf>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

_____, Date: _____
John FitzGerald, Clerk

Filed with the Milton Town Clerk's Office on this _____ day of _____, 2023.

ATTEST: _____, Milton Town Clerk